



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CHIEF HIGHWAY DISTRICT ENGINEER

Job Number: 20001946

Job Code: 99550V161016

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 01/16/1984

Job Revised: 10/16/2016

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$38,462 - Hourly

\$6,250.00 - 37.5 Hr. Monthly Salary

\$6,666.76 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers all programs (engineering and administrative) of a highway district under the operational supervision of the State Highway Engineer and reports to the Secretary of Transportation on matters of policy; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Sufficient education

#### **EXPERIENCE:**

Five years of appropriate engineering experience above that required for registration, three years of which must have been at a supervisory level.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must be a Licensed Professional Engineer in the Commonwealth of Kentucky by the State Board of Licensure for Professional Engineers and Land Surveyors. [www.kyboels.ky.gov](http://www.kyboels.ky.gov). Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administratively directs, coordinates and supervises all programs, units and employees in a highway district. Carries out, coordinates and enforces all agency policies and procedures as they relate to the district. Oversees the efficient, economical utilization of all materials and supplies within the district. Handles difficult situations with reference to district programs referred by local, state and/or federal officials or by subordinates. Directs the preparation, review and maintenance of all district records and reports both engineering and administrative. Has general responsibility for the application, use, operation and maintenance of all automotive, engineering and building and equipment for the district. Has final responsibility within the district for the analysis and solution of engineering and management problems. Visits problem sites to obtain first hand information on the nature of technical problems.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting with occasional exposure to the hazards of construction sites.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*